

Capital Planning Committee Meeting Minutes October 19, 2017

In attendance were:

Steve Andrew
Dean Carman
John Danizio
Charlie Foskett
Chris Moore
Sandy Pooler
Rich Viscay (arrived at 5:35pm)

Not in attendance:

Brian Rehrig
Barbara Thornton

Also in attendance:

Joe Barr, Capital Planning Committee Advisor
Timur Yontar, Capital Planning Committee Advisor
Amy Fidalgo, Management Analyst

- **Meeting Opened:** Charlie Foskett opened the meeting at 5:00pm. Chris Moore moved to approve the minutes of October 5, 2017. John Danizio seconded. All voted in favor.
- **Sub-Committee Recommendations:** Steve Andrew reviewed the single capital request from the Treasurer's Office to replace multi-space meters in various Town lots. This request was in the Capital Plan last year; the request for funds is slightly increased due to inflation. The Committee discussed the various versions of multi space or single space meters which could be installed around Town eventually. The CPC voted to accept the recommendations of the Subcommittee subject to the limitations and final packaging of the Capital Budget (7-0).

Steve Andrew reviewed the Health and Human Services/COA Van Transportation Program capital requests. The Veterans Records Scanning Project is a capital request with two phases. The first phase was funded last year in the Capital Plan, and the funds went towards scanning paper records. This second phase will purchase a kiosk to view the records, which will be located in Monument Park. Joe Barr asked if there was a maintenance plan included with this request; the Committee discussed that there are no operating costs associated with the request. Steve Andrew said that HHS wants to put a hood over the kiosk to protect it. Steve Andrew will follow up with Christine Bongiorno to have her provide information about a maintenance plan, the estimated lifetime of the kiosk, and who will pay for the maintenance. The Committee decided to put this request on hold until more information is provided.

The Volumetric Calibration Trailer is 60 years old and needs to be replaced. This piece of equipment is currently used by the Sealer of Weights and Measures, who works part time for Arlington, Lexington, and Belmont. Lexington and Belmont pay a fee for this service. The Committee discussed if Arlington would be able to increase the fee in order to cover the capital expense of this item. Sandy Pooler said he would follow up with Christine Bongiorno to see who sets the fee structure, and if the Town has legal authority to adjust this fee. The Committee decided to put this request on hold until more information is provided.

The request for funding for Monument Square Veterans Park is on hold until the Sub-Committee meets with the Director of Planning and Community Development to determine how this request

fits in to the greater redesign for Broadway Plaza. Steve Andrew said this is a historical monument and therefore would qualify for CPA funding. Sandy Pooler mentioned that the Town applied for a grant to use in the rehabilitation of this area, but it is uncertain if HHS will receive that grant.

The capital request to Repair and Refurbish the Cupola and Slate Roof at Whittemore Robbins House is for substantial replacement of roof tiles. The Sub-Committee recommends approval and to increase this request amount to \$55,000. The CPC voted to accept the recommendations of the Subcommittee subject to the limitations and final packaging of the Capital Budget (7-0).

The request for the Whittemore Robbins House Exterior Painting and Window Replacement is for the entire building to be painted and extensive replacement of windows in order to maintain the envelope of the building. The Sub-Committee recommended that this get funded by CPA. The CPC voted to accept the recommendations of the Subcommittee (7-0).

The Veterans Memorial Repairs request is to inventory all memorials around Arlington and evaluate what repairs are needed in order to restore them to good condition. The Committee discussed that some memorials will be historical, and some will be for veterans; the historical memorials could qualify for CPA funding. Chris Moore recommended funding this request in two phases; year 1 could allocate \$10k for the study and year 2 could allocate \$40k for the actual repair work. Steve Andrew will follow up with Christine Bongiorno to see if this recommendation is appropriate. The CPC voted to accept the updated funding recommendation, which splits this capital request into two fiscal years, based on approval by the Director of HHS (7-0).

COA Van Replacement Program: This is a recurring request for two, 9-passenger vans used for the COA Transportation Program. The COA receives \$50k in federal grant money and this request covers the remaining cost of one van. The Sub-Committee recommends adding an additional year of funding in 2023 in the amount of \$15,000. The CPC voted to accept the updated recommendations of the Subcommittee, subject to the limitations and final packaging of the Capital Budget (7-0).

- **Capital Funding for Maintenance Van:** Ruthy Bennett provided a memo to the CPC requesting that the FY18 \$40,000 allocation for a maintenance van be spent on two maintenance vans that were less expensive than originally quoted. The Facilities Department has an extra staff person who is currently using a truck that will need to be used for plowing in the winter.

Rich Viscay said he had no problem with this adjustment. Dean Carman asked how the Facilities Department would pay to outfit the van in order to hold all the equipment. Sandy Pooler said these costs would be paid for through the Facilities operating budget. Sandy Pooler moved to approve this request. Rich Viscay seconded. All voted in favor.

- **Bond Premiums and Surplus Proceeds:** Rich Viscay provided a memo to the CPC to give a brief summary of the changes regarding the treatment of bond premiums, and the broadening of the use of surplus bond proceeds.
- **Review of FY19-23 Capital Requests:** Charlie Foskett reviewed the FY19-FY23 capital requests and made note of specific requests he would like the Sub-Committees to clarify in their recommendations. Timur Yontar confirmed that the Community Safety Sub-Committee will address portable radios, thermal imaging cameras, and bullet proof vests in their report to the CPC. Sandy Pooler said that the Town Manager will review all capital requests as part of the

upcoming budget meetings. Charlie Foskett asked for a specific plan regarding how the Facilities Town Hall Renovations funds will be spent in upcoming years. Charlie Foskett asked what the Town plans on doing to address the records being stored in the basement of Town Hall.

Rich Viscay said that Andrea Nicolay has provided some further information to accompany her Library capital requests. There is also an updated past capital balance spreadsheet for the Library. Rich Viscay moved to sweep the account titled “Repair Honeywell Valve” in the amount of \$7,200 and “Elevator Cab Refurbishing” in the amount of \$3,000. Steve Andrew seconded. All voted in favor.

- **Adjournment:** Rich Viscay moved to adjourn at 6:50pm. Steve Andrew seconded. All voted in favor.